

# Senior Center Manager

DEPT: Leisure Services  
DIV: Recreation  
DATE: July 2016

FLSA: Exempt  
EEOC: Officials/Admin



## POSITION SUMMARY

Performs a variety of **administrative and supervisory** duties related to planning, organizing and coordinating the day-to-day operations of a senior citizen center including recreational functions and food services.

## SUPERVISION RECEIVED

Works under the general supervision of the Recreation Director.

## SUPERVISION EXERCISED

Provides close supervision to regular, part-time and volunteer support staff.

## ESSENTIAL FUNCTIONS

Coordinates the daily operations of a senior citizen center; schedules various functions to promote senior citizen activity; plans and organizes daytrips; monitors use of facilities to maximize availability; schedules facility rentals; assumes full responsibility for facility management.

Oversees department fiscal responsibilities; prepares and recommends annual budget; monitors expenditures to ensure compliance with established fiscal limitations and guidelines; performs all departmental purchasing functions.

Manages center public relations efforts; writes announcements; coordinates with various professionals for the delivery of media relations ads and promotions.

Monitors general needs of senior citizen patrons; refers individuals to various help agencies as required, such as home health, family life services, legal services, mental health, meals on wheels, etc.

Coordinates other information and referral services such as hospice, outreach, recreation, health services, friendly visits, telephone assurance and transportation; maintains daily record of activities and level of participation; assists patrons with special needs, i.e., tax abatement issues, utility bill abatements, health clinics and medical attention; prepares monthly report.

Attends board meetings and local advisory meetings (non-voting member); delivers report on center activities and services; appraises board members of center needs; cooperates with nutrition managers, advisory personnel and board members as needed to implement change and upgrade center activities and programs; coordinates the delivery of specialized health clinics, i.e., blood screenings, podiatry, and hearing.

Participates in the recruitment, selection, orientation, training of subordinate personnel and volunteers; orients volunteers to duties.

Reviews and evaluates employee performance; establishes performance standards and goals; makes recommendations related to employee recognition, career development, advancement, retention, dismissal and discipline.

Assists in the general organization and delivery of daily meals; greets, checks names, counts money, makes announcements, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus one (1) year of specialized training provided through gerontology courses and workshops or social service programs;

AND

B. Four (4) years of experience in institutional food services, senior citizen programs or related field;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge Skills and Abilities:

**Working knowledge of** general business management and facilities operations; time management and scheduling; English grammar, spelling and general writing techniques; telephone etiquette; various types of kitchen equipment and their uses; current best practices associated with gerontology related operations and services. **Some knowledge of** record keeping systems and procedures; basic budget development and management; principles of supervision; interpersonal communication skills; some knowledge of local government processes and functions; first aid, CPR, safety standards, sanitation standards, and gerontology; food borne diseases.

**Ability to** exercise initiative and independent judgment and to react resourcefully under varying conditions; organize and maintain time schedules; supervise and evaluate performance; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public; demonstrate efficiency in food commodities management.

3. Special Qualifications:

Must possess a valid Utah Driver's License.

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Hearing and seeing necessary to the performance of essential job functions. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Frequent local and regional travel required in the normal course of job performance related to conducting tours and assisting patrons.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)